

ADMINISTRATIVE INTERNAL USE ONLY

15 April 1971


MEMORANDUM FOR: Records Management Officer, OL

SUBJECT : Files Reduction Project

REFERENCE : Multiple addressee memo dtd 2 Apr 71, same subject

Building Planning Staff has examined its file holdings, some of which are still in formative status, and have eliminated approximately 1 linear foot of material believed to be in excess of current needs.

STATINTL


Chief,
Building Planning Staff, OL

OL 1 2044

Admin / Registry & Records Management